

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title:** Human Services Nursing Supervisor

**Class Code:** 51075

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### **A. Purpose:**

Supervises the nursing care and professional nursing staff on a shift for a major patient unit or several units in an institution serving individuals with developmental disabilities or mental illness to ensure nursing services are provided according to standard nursing practices in compliance with agency treatment program policies and procedures.

### **B. Distinguishing Feature:**

Human Services Nursing Supervisors supervise the activities and professional nursing staff of a major patient unit or several units during a shift; may perform professional nursing duties as needed.

Human Services Charge Nurses oversee nursing practices or the activities of personnel on a work shift or area and provide nursing care.

The Human Services Nurse is responsible for nursing duties in a specific area as assigned by a Human Services Charge Nurse, other nursing supervisor, or a program manager and do not have supervisory authority over other professional nursing personnel or nursing practices on a work shift.

Nursing Unit Managers direct 24-hour patient care and nursing services for one or more patient care units and provide direct patient care only in unusual or emergency situations.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
  - a. May interview, select, and provide training to staff.
  - b. Provides work direction.
  - c. Addresses staff problems and recommends disciplinary action.
  - d. Provides input on performance appraisals and performance documents.
  - e. Ensures adequate staffing on the unit.
2. Develops or reviews nursing care plans, individualized nursing assessments, and individualized and group programming for patients to ensure appropriate care is given to patients undergoing various treatments, therapies, or medication.
3. Develops and implements policies and procedures by reviewing duty and procedure manuals for inconsistencies or needed updates to provide adequate direction on policies and procedures to be followed.
4. Collects data, compiles statistical information, and prepares records and reports for use in program planning, development, and evaluation.
5. Aids in the development and implementation of continuing education programs by determining needs, developing in-service workshops, and scheduling and notifying employees of mandatory training to ensure adequately trained staff.
6. Recommends supplies, equipment, new patient care products, and workshops to ensure adequate resources for nursing services.

7. Coordinates emergency situations to ensure adequate nursing standards are delivered to patients.
8. Coordinates after-hours admissions to ensure patients are legally admitted to the facility and proper admission assessments are completed.
9. Performs other work as assigned.

**D. Reporting Relationships:**

May supervise Human Services Charge Nurses; Human Services Nurses; Licensed Practical Nurses; and Mental Health Aides, Assistants, or Technicians.

**E. Challenges and Problems:**

Challenges include ensuring that nursing and direct care staff are fully trained in delivering comprehensive individualized treatment to patients. This is a difficult because the staff turnover rate is high and funding is contingent upon being in compliance with federal laws, rules and regulations.

Typical problems include staffing problems due to illness or vacations of staff, increased patient care needs, training staff to do a new procedure, improving patient care and documentation, failure of staff to meet standards, assessing the proper treatment needed to resolve patients' problems, directing and supporting staff to provide patient care to the more complex symptomatic patient, and promoting continuity of care. Other problems include dealing with crisis intervention with patients and providing continuity for the patients between day and evening activities.

**F. Decision-making Authority:**

Decisions include scheduling and staffing, evaluating work performance, assessing patients' condition, recommending appropriate action to take with regard to a patients' behavior, revising nursing procedures to promote efficiency and quality of patient care, reviewing and making suggestions for revisions in facility policies and procedures, taking disciplinary action on staff, and determining if a patient needs hospitalization.

Decisions referred include medical care needs; final decisions on facility policies and procedures; implementation of some disciplinary actions; admissions, transfers, and discharge of patients; establishing ward and/or hospital policies and procedures; major purchases; and issues that arise that may be in conflict with established policies.

**G. Contact with Others:**

Daily or weekly contact with court service workers, social service personnel, patients' families, and facility professional staff to discuss patients.

## **H. Working Conditions:**

Works at a state institution serving individuals with developmental disabilities or mental illness. Hazards include exposure to communicable diseases and physical and verbal abuse in the performance of routine daily tasks. Must be able to lift patients to and from tubs, into wheelchairs, and onto stretchers and may be required to intervene so as to deescalate or limit disruptive or abusive behavior of patients.

## **I. Knowledge, Skills and Abilities:**

Knowledge of:

- professional nursing theory and practices;
- recent developments in the field of professional nursing applicable to the area of assignment;
- clinical procedures;
- effective methods of supervision;
- available community resources, planning, and training practices and procedures.

Ability to:

- supervise and train staff;
- keep records and charts;
- operate a variety of medical equipment.
- apply general nursing techniques and practices;
- take medical histories, conduct physical examinations, initiate diagnostic tests, and assess the needs of the patient;
- communicate information clearly and concisely,
- follow oral and written instructions;
- maintain a helpful and sympathetic attitude toward patients;
- establish and maintain effective working relationships.

## **J. Licensure and Certification:**

Must be licensed to practice as a registered nurse in the State of South Dakota.